

**INDIVIDUALS CHECKLIST
2011 Income Tax Returns**

- COMPLETE THIS CHECKLIST AND BRING ALONG TO YOUR INTERVIEW
- 2010/2011 REFERS TO THE PERIOD FROM 1 JULY 2010 TO 30 JUNE 2011
- WHERE YOU ANSWER "YES" TO ANY QUESTION, YOU WILL NEED TO SUPPLY THE REQUIRED ITEMS
- PAYMENT SUMMARIES WERE PREVIOUSLY CALLED GROUP CERTIFICATES
- PLEASE PROVIDE A COPY OF PRIOR YEAR INCOME TAX RETURN (IF NOT PREPARED BY HBA ENCOMPASS)

CLIENT DETAILS (NEW OR CHANGED)

TAX FILE NUMBER:/...../..... ABN:

NAME: Mr/Mrs/Ms/Miss

RESIDENTIAL ADDRESS:

POSTAL ADDRESS:

Has your postal address changed since last lodging a tax return? YES NO

TELEPHONE NUMBER: (H).....(W).....(MOB).....

E-MAIL..... FAX

DATE OF BIRTH:/...../..... OCCUPATION:.....

NAME OF SPOUSE/DE FACTO:

If married/de facto in 2010/2011, what date did this occur:/...../.....

(Spouses Taxable Income may be required (e.g. copy of tax return))

INCOME

(Items required)

1.	Salary and wages	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Payment summary/ies
2.	Allowances whether or not shown on your payment summary	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	allowances, benefits, earnings, tips, jury service	YES <input type="checkbox"/> NO <input type="checkbox"/>	
	reimbursement for car expenses	YES <input type="checkbox"/> NO <input type="checkbox"/>	
3.	Lump sum payments from employer	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Payment summary
4.^	Lump sum payments made from termination of employment or from a superannuation fund	YES <input type="checkbox"/> NO <input type="checkbox"/>	* ETP Payment summary
5.	Newstart, sickness or other Government benefits	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Centrelink Statement
6.	Aust. Government pensions and other similar benefits	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Payment Statement
7.	Other non-Govt. Australian pensions or annuities	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Payment summary
8.	Australian Superannuation Lump Sum Payments	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Payment summary
9. ^	Attributed Personal Services Income	YES <input type="checkbox"/> NO <input type="checkbox"/>	* To be discussed
10.^	Interest received	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Total received to 30 June 2010
11.^	Dividends	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Dividend statements
12.^	Employee share schemes	YES <input type="checkbox"/> NO <input type="checkbox"/>	*Employer provided statement
13.^	Income from partnerships and/or trusts (including investment funds)	YES <input type="checkbox"/> NO <input type="checkbox"/>	* To be discussed
14.^	Personal Services Income	YES <input type="checkbox"/> NO <input type="checkbox"/>	*Payment Summary
15.^	Net income or loss from business	YES <input type="checkbox"/> NO <input type="checkbox"/>	* To be discussed

- 16.^ Deferred Business Losses YES NO *Prior Year Returns
- 17.^ Farm Management Deposits or Withdrawals
- 18.^ Capital gains or losses- Any assets sold or disposed of? YES NO * Documents showing date of acquisition and disposal eg contract
- 19.^ Income from control of foreign entities YES NO * To be discussed
- 20.^ Foreign source income (including foreign pensions) YES NO * To be discussed
- 21.^ Rental income YES NO * Agents statement, Rent Received, Expenses (e.g. rates, insurance, repairs, mortgage interest etc.)
 (Date first rented ___/___/____)
 (Date of purchase ___/___/____)
 (Purchase Cost \$_____)
- 22.^ Bonus from life insurance or friendly society policy YES NO * Copy of statement
- 23.^ Income from Managed Forestry Investment Schemes YES NO * Payment Statement
- 24.^ All other income (eg income from a sickness & accident insurance cover) YES NO * To be discussed
 (please specify)

DEDUCTIONS

- D1. Work related car expense claims YES NO * Original cost of car
 Was a log book completed? If so work/business percentage: _____ %
 Number of kilometres travelled for work/business purposes: _____ Km
 Expenses paid, (ie Fuel, Registration, Insurance, Services)
- D2. Other work related travel expenses YES NO * Details of expenses paid
- D3. Work related uniform and other clothing expenses YES NO * Details of payments
 Protective clothing YES NO
 Sun protection YES NO
 Compulsory/Non-compulsory uniform YES NO
 Dry cleaning YES NO
- D4. Work related self-education expenses (educational institutions & formal courses) YES NO * Details of expenses paid
 Student Union fees YES NO
 Course fees (excluding HECS payments) YES NO
 Travel YES NO
 Text books YES NO
 Other (please specify) YES NO
- D5. Other work related expenses YES NO * Details of payments
 Seminars and courses but related to your work YES NO
 (not at an educational institution)
 Home office expenses YES NO
 Computer and software YES NO
 Telephone/mobile phone YES NO
 Subscriptions, union fees or professional body fees YES NO
 Journals/periodicals YES NO
 Registration fees YES NO
 Any other work expenses (please specify) YES NO
- D6.^ Purchase of equipment, tools of the trade, computers, mobile phones etc. YES NO * details of assets

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D7. [^]	Interest on borrowings for investments	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Copies of statements
D8.	Expenses in relation to dividend investments	YES <input type="checkbox"/> NO <input type="checkbox"/>	
D9.	Gifts and donations	YES <input type="checkbox"/> NO <input type="checkbox"/>	* receipts
D10.	Cost of Managing Tax Affairs	YES <input type="checkbox"/> NO <input type="checkbox"/>	
D11.	Australian Film Industry incentives	YES <input type="checkbox"/> NO <input type="checkbox"/>	Copy of pension statement
D12.	Deductible amount of UPP of a foreign pension/annuity	YES <input type="checkbox"/> NO <input type="checkbox"/>	
D13.	Personal superannuation contributions	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Copy of notice from Super Fund
D14.	Deduction for project pool	YES <input type="checkbox"/> NO <input type="checkbox"/>	
D15.	Forestry Managed Investment Scheme Deduction	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Annual summaries
D16.	Any other expenses which will affect your income tax matters?	YES <input type="checkbox"/> NO <input type="checkbox"/>	

TAX OFFSETS

(Formerly called rebates)

T1.	Do you have a spouse?	YES <input type="checkbox"/> NO <input type="checkbox"/>	*Details of taxable income (if not prepared by HBA Encompass)
T3.	Are you receiving a pension?	YES <input type="checkbox"/> NO <input type="checkbox"/>	*Pension benefits statement
T4.	Did you make any personal contributions to Superannuation?	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Statement from Super Fund
T5.	Do you have Private Health Insurance? If yes, please provide Health Insurance Fund Name and Policy Number, and type of cover.	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Statement from Health Fund
T6.	Did you have any dependent child/student education expenses? Number of Primary School Students Number of Secondary Students	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Details of expenses required

OTHER

1.	Did you stop full-time education for the first time in 2009/10 or did you become or stop being a resident of Australia in the 2009/10 year?	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Date occurred
2. [^]	Has the ATO notified you that you have been selected for an audit or other type of review?	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Notification letter
3.	Did you pay any tax more than 14 days before the due date of that tax (including HECS)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
4.	Do you owe any money to any government department (eg. Child Support, HECS, Student Supplement Loans)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
5. [^]	Do you have Income Protection Insurance?	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Details of premiums paid
6.	Did you spend more than \$2,000.00 in medical expenses for the year? (1/07/10 to 30/6/11)	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Details of expenses
7.	Did you live in a remote area or serve overseas with the Defence Force this year? (1/07/10 to 30/6/11)	YES <input type="checkbox"/> NO <input type="checkbox"/>	* Where were you located? & Number of days in area.

TAX RETURN PREPARATION SCHEDULED FEE

Our scheduled fee for the preparation and lodgement of Individual Tax Returns for the 2010/11 financial year is \$132.00 (inclusive of GST). We prefer payment at the time of interview but arrangements can be made to have our fees paid from your refund. This will incur an additional administrative charge of \$27.50 (inclusive of GST). Our scheduled fee does not apply if you answered yes to any question marked with "A". Should you wish to have a Senior Accountant or Partner prepare your return, our fees increase to \$176.00 (inclusive of GST). The reason for this is our Junior accounting staff prepare Individual Tax Returns (as with most firms) and the Senior Accountants or Partners will review and finalise all matters prior to lodgement. We have EFTPOS and Credit Card facilities.

SIGNED _____

_____/_____/201____

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